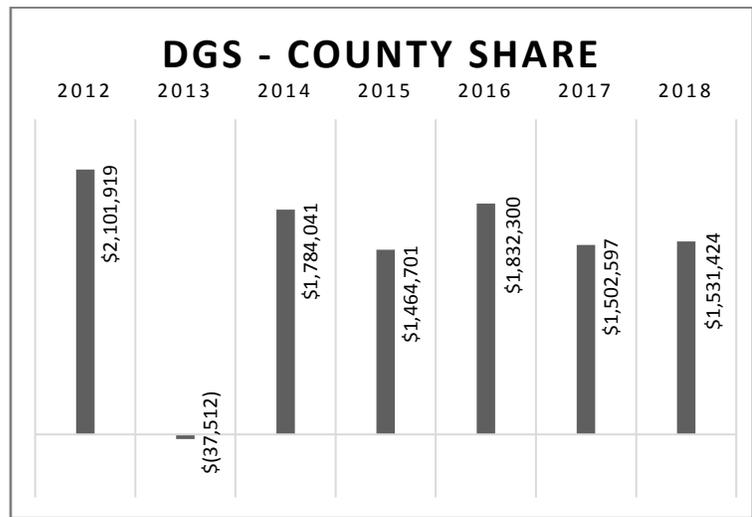


## DEPARTMENT OF GENERAL SERVICES

1610, 1620, 1670, 1660, 6610,  
1163, 1640, 1345, 1440, 1164



### MISSION STATEMENT

The Department of General Services works to increase efficiencies, maximize cost effectiveness, streamlines operations and maximizes existing County resources by providing centralized, coordinated services.

### WHO WE SERVE

The Department of General Services provides support to all County departments. The services provided include space management, real property leasing, building maintenance, security, communication systems support, vehicle fleet management, acquisition of goods and services, design, engineering and project management.

### ABOUT OUR DEPARTMENT

The Commissioner of General Services is appointed by the County Executive and confirmed by the Legislature. The Department is composed of four divisions: General Services Administration, Division of Building Services, Division of Plans and Projects, and the Division of Purchasing. Under the direction of the Commissioner of General Services, the department provides direct oversight of the Offices of Fleet Management, Printing and Central Supply, space management, the leasing of real property and the operation of the County's telephone and mail systems. The administration of General Services also coordinates activities among the other departments and provides them with budgetary support and control as needed.

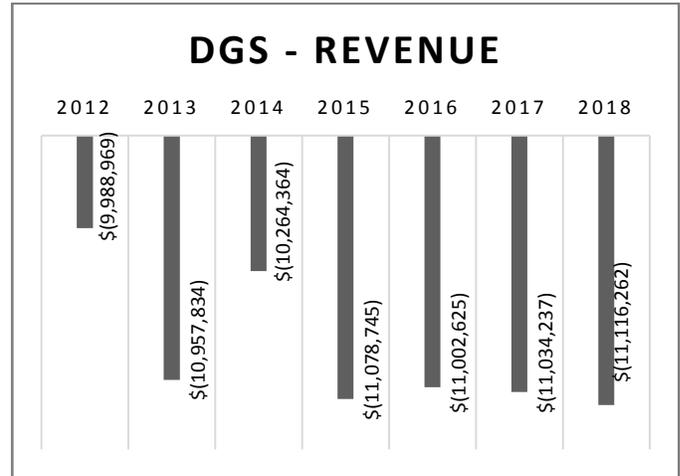
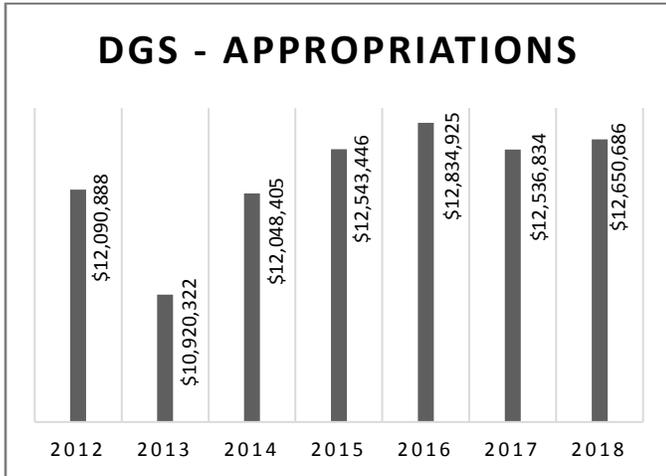
### 2017 ACCOMPLISHMENTS AND CHALLENGES

The accomplishments of the Department of General Services in 2017 include the following:

- First, the renovation of the Times Union Center Atrium project was a significant undertaking in that the scope of the venture involved the coordination of numerous contractors, subcontractors as well as the assistance of various departments within the County.
- A second noteworthy project was the underground heating & cooling piping rehabilitation at the Albany County Judicial Center.
- During the course of the year, we also continued with the ongoing renovation of the County Office building to better manage office space and reduce energy consumption. In addition, we continued with the implementation of the program to replace fleet vehicles that have exceeded their useful life expectancy with new, more energy efficient vehicles of which one third will be hybrid vehicles.
- Also, the replacement of lighting at various County departments with new energy efficient LED bulbs and fixtures, which will reduce energy consumption, was conducted.
- We are in the process of refurbishing the first floor at DSS which should wrap up during the first quarter of 2018.
- We also will continue to work with DPW at Lawson Lake to renovate and improve this facility for programs so that the County of Albany residents may enjoy the use of this facility.

# DEPARTMENT OF GENERAL SERVICES

1610, 1620, 1670, 1660, 6610, 1163, 1640, 1345, 1440, 1164



#### 2018 GOALS AND PERFORMANCE TARGETS

In addition to focusing on the ongoing renovations at 112 State Street, the revamping of the vehicle fleet, and the energy efficient lighting improvement projects, the Department of General services will concentrate on two substantial projects.

- First, we shall address the shortage of space at the Hall of Records and oversee the 40' x 150' expansion project to enhance their capacity.
- Second, we will initiate the Times Union Center egress & parking project. This project is being conducted to address the ongoing traffic congestion issue when attending events at the Times Union Center as well as the daily parkers by providing an additional egress to the structure.
- As a result of the ongoing renovations and upgrades at 112 State Street and DSS, the buildings have been designated an Energy Star building by the U.S. Environmental Protection Agency (EPA) for the third consecutive year.
- Furthermore, Family Court received this designation for the first time. This is a voluntary program that helps businesses save money and protect the climate through energy efficiencies. The Department of General Services will continue to work to ensure we achieve Energy Star ratings in all of our buildings.

#### SUMMARY OF BUDGET CHANGES

The 2018 Executive budget for the Department of General Services does not include any substantial program changes.

The employees of the Department of General Services directly affect the experience of individuals that come to County buildings. It is the goal of the Department to make sure that they encounter as pleasant and pleasurable a surrounding as possible. General Services does this by keeping the grounds around County buildings groomed and maintained. Staff also ensures that inside each building is safe and maintained at a high level portraying a level of safety to every visitor and employee of the County entering a County building. DGS will continue to set the customer service bar high and reach that goal.